



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-9090
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

ONE DAY GAMBLING PERMITS

- 1) Application for a One Day City Gambling Permit should be submitted to 375 Jackson St. East, Suite 220 30 days prior to the event.
- 2) A copy of the City Gambling Ordinance and other gambling regulations are attached. Please read it for your information.
- 3) You can have a maximum of 5 events per year.

REQUIRED DOCUMENTS/FORMS

- 4) A One Day Gambling Permit Form. (City Form)
- 5) A State form for each gambling event that you hold.
LG220-*Exempt Gambling* (All other excluded gambling)
LG240B-*Excluded Bingo* (Four or fewer Bingo occasions per year)
No Form – *Excluded Raffle* if prizes under \$1,500 Per Year
(Please verify in writing that prizes will not exceed this amount)
- 6) Affidavit for Conduct of Lawful Gambling One Day Events.
Your CEO must sign and have notarized.
- 7) Proof that you are a non-profit organization as required in the state application form
- 8) A letter from your organization describing the event and what the proceeds will be used for.
- 9) Letter or lease from the owner of the location where the gambling will occur giving permission for the event to be held at that location.
(If not owned by the organization conducting the gambling)
- 10) City Gambling Permit fee of \$50.00

State forms can be obtained from the Minnesota Gambling Control Board, (651) 639-4000, 1711 W. Co. Rd B, Rosewood Plaza South, 3rd Fl., Roseville, MN 55113,
www.gcb.state.mn.us

If you have any questions, contact the DSI/Lawful Gambling Enforcement,
(651) 266-9117, or www.stpaul.gov/dsi

AA-ADA-EEO Employer

DSI
USE
ONLY



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-9090
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

ONE DAY GAMBLING PERMIT APPLICATION

Dear Applicant:

In the event that this application is to be delivered by mail or to our front counter, we assure you that prompt handing of your application will occur as indicated below.

1. We will contact you if additional information and/or documentation is required.
2. We will process your license and acknowledge your State Gambling Application, once all required forms have been received and approved.
3. You will have the option of having you license mailed to you or you may pick it up at our counter at 375 Jackson Street, Suite 220. Depending on staffing some applications can be processed while you wait.

If you have any questions, please call our gambling staff at (651) 266-9114.

Please identify the following:

1. Name the contact person _____
2. Telephone number of contact person _____
3. Mailing Address _____

4. E-Mail Address _____
5. Fax number _____

DSI USE
ONLY

RETURNED

☐

COMPLETED LICENSE

MAIL

☐

PICKED UP

☐

DATE _____

AA-ADA-EEO Employer



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-9090
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

ONE DAY GAMBLING PERMIT

INFORMATION REQUIRED WITH APPLICATION FOR PERMIT TO CONDUCT GAMBLING EVENT IN SAINT PAUL

Five events are allowed per year. This application and all required attachments must be filed with the Department of Safety and Inspections/Gambling Enforcement thirty days prior to the requested date of the gambling event.

- 1) Name of organization _____
- 2) Is the applicant association organized under the laws of the State of Minnesota as a nonprofit organization __? Submit proof of nonprofit status.
- 3) How long has the organization been in existence? _____
- 4) What is the purpose of the organization? _____
- 5) Address where gambling event will be held _____
- 6) Name of officer making application _____
- 7) Address of officer _____
- 8) Name of manager who will conduct gambling event _____
- 9) Address of manager _____
- 10) **Mailing Address:** Name _____ Phone# _____
Address _____
- 11) In connection with what event is this gambling activity being held? _____
- 12) What type of gambling devices(s) will be use? Tipboard _____ Bingo _____ Pulltabs _____
Raffle _____ Paddlewheel _____
- 13) Specify when gambling event will take place: Day(s) _____ Date(s) _____ Hours: _____ to _____
- 14) Will prizes be paid in money or merchandise? _____
- 15) Attach a cover letter defining the event for which you are requesting this license and what the proceeds will be used for.
- 16) Attach a letter of permission (or lease) to conduct the gambling event at the requested address.
- 17) Attach the signed, notarized "affidavit for the conduct of single event lawful gambling."

Organization _____

By: (Officer/Title) _____

Signature _____

DSI USE ONLY

Approved By:

_____ Date: _____

_____ Date: _____

IF YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT (651) 266-9117



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

375 Jackson Street, Suite 220
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-9090
Facsimile: 651-266-9124
Web: www.stpaul.gov/dsi

AFFIDAVIT FOR CONDUCT OF LAWFUL GAMBLING ONE DAY EVENTS

FOR THE ORGANIZATION'S CEO/PRESIDENT

I have read the State of Minnesota Statutes, State of Minnesota Rules, and the City of Saint Paul Ordinances governing the conduct of one day lawful gambling for exempt and excluded organizations.

I, as CEO/President of the organization named below, hereby certify the organization will conduct its one day event exempt or excluded lawful gambling in accordance of and in full compliance with all State of Minnesota and City of Saint Paul regulations.

Organization (please print)_____

Name (please print)_____

Signature_____

Date_____

NOTARY PUBLIC INFORMATION

Notary Public Seal must be current and correct. The seal may not be altered.

Subscribed and sworn to before me this _____ day
of _____,

(Notary Public Signature)

Requirements for Conducting an Exempt or Excluded Raffle.

To obtain forms in an alternative format such as large print or Braille, contact the Minnesota Gambling Control Board at 651-639-4000.

Credit cards may not be accepted for the purchase of raffle tickets.

The value of all raffle prizes, including donated prizes, awarded by a nonprofit organization cannot exceed:

- a total of \$1,500 in a calendar year for [excluded raffles](#), or
- a total of \$50,000 in a calendar year for [exempt raffles](#), including any other prizes awarded for exempt activity.

Ownership of prizes - If real or personal property prizes are awarded, you must own or fully pay for all the real or personal property--without lien or interest of others--before the drawing to determine the prize winners. Real and personal property prizes must be valued at the actual market value or the suggested market value, whichever is less.

Raffle Ticket Requirements for Exempt and Excluded Organizations.

Each raffle ticket must contain:

1. name of your organization (and exempt permit number).
2. time, date, and location of the drawing.
3. sequential numbers, beginning with the number "1."
4. price of the ticket.
All tickets in a set must be sold for the same price. For example, raffle tickets may not contain a price listed as "Tickets \$1 each or 6 for \$5." However, you may sell separate sets of tickets with different prices.
5. at a minimum, the three most expensive prizes to be awarded. If additional prizes will be awarded that are not contained on the raffle ticket, the raffle ticket must contain the statement "A complete list of additional prizes is available upon request."

Each raffle ticket must have a detachable stub with:

- a space for the purchaser's name, address, and phone number, and
- a duplicate number corresponding to the ticket number,

Combining a raffle with the purchase of another item on the same ticket is not allowed.

For exempt or excluded raffle tickets sold only at an event, raffle tickets may contain only the sequential number of the raffle ticket and no other information if:

1. the organization makes a list of prizes and a statement of other relevant information required by rule available to persons purchasing tickets, and
2. if the tickets are only sold at the event and on the date when the tickets are drawn.

Sample Raffle Ticket

| | | | |
|---------------------------|--|--|---|
| (Detachable stub section) | | \$1.00 | |
| Name _____ | | Annual Raffle 1st Prize - \$500 Cash 2nd prize - 13 Inch Color TV 3rd Prize - 12 Speed Bike ABC Lodge, 2015 Oxbow Ave. Oxbow, MN | |
| Address _____ | | | |
| City, State, Zip _____ | | | |
| Phone # _____ | | | |
| 0001 | | Sponsored by the ABC Lodge (exempt permit number) | Drawing at 1:00 p.m. October 1, 2005 0001 |

Ticket sales and conduct of raffle requirements.

Each ticket for entry in a raffle must constitute an equal chance to win in the raffle.

To enter a raffle, no person is required to purchase more than one ticket, and pay for anything other than the ticket. **Credit cards may not be accepted for the purchase of raffle tickets.**

No person under the age of 18 may [purchase](#) a raffle ticket.

Before the drawing, each person who sells tickets for your organization must return the stubs or other detachable section of all tickets sold, and all unsold tickets.

Before the drawing, place the stub or detachable section of each ticket sold into a receptacle from which the winning tickets are drawn. Be sure the receptacle is designed so that each winning ticket placed in it has an equal chance to be drawn.

No tickets may be sold after the first drawing.

A person does not need to be present at a raffle drawing to be eligible for the prize drawing.

All winning and unsold tickets must be kept for 3-1/2 years.

If you are changing the date of your raffle, write a letter to the Minnesota Gambling Control Board stating the reasons why the raffle date needs to be changed. Send your letter to:

Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113

Records required. For each raffle, maintain a log book with the following information:

1. name of your organization
2. total number of tickets printed
3. price per ticket
4. date of the raffle drawing
5. names and phone numbers of all persons to whom tickets were given to be sold
6. number of tickets given to each person to sell
7. consecutive numbers of the tickets given to each person to sell
8. number of tickets each person sold
9. number of tickets each person returned unsold
10. actual gross proceeds reported by each person to whom tickets were given to be sold
11. actual cash received from each person to whom tickets were given to be sold
12. cash long or short reported by each person to whom tickets were given to be sold

For optional raffle recordkeeping forms, [click here](#). Records must be kept for 3-1/2 years.

Questions regarding the conduct of raffles? Call the [Compliance Specialist](#) assigned to your county.

Questions regarding an application for exempt or excluded raffles? Call Jennifer Cole at 651-639-4076 or send an [e-mail](#).

To return to the Minnesota Gambling Control Board home page, [click here](#).